



**European Union Aviation Safety Agency**

FO Personal data processing records and compliance checklist - Public	Ref # 065/Occurrence Reporting.
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Nr.	Item	Explanation
<b>Occurrence Reporting</b>		
1.	Last update of this record	02.12.2021
2.	Reference number	065
<b>Part 1 – Article 31 of Regulation (EU) 2018/1725 - Record (recommendation: Publicly available)</b>		
3.	Name and contact details of the controller and of the staff member responsible	<b>Controller:</b> European Union Aviation Safety Agency (EASA), Konrad-Adenauer-Ufer 3, 50668 Cologne, Germany <b>Staff member responsible:</b> Head of Safety Intelligence and Safety Performance Department <b>Contact:</b> sdm@easa.europa.eu
4.	Name and contact details of DPO	<a href="mailto:dpo@easa.europa.eu">dpo@easa.europa.eu</a>
5.	Name and contact details of joint controller (where applicable)	Not applicable
6.	Name and contact details of processor (where applicable)	Not applicable
7.	Purpose of the processing	The purpose of collecting personal data is to give support to the Occurrence Reporting system [using the Safety Data Management (SDM) system] of the European Aviation Safety Agency (hereafter – Agency) to collect, centralise and process all safety related occurrences reported to the Agency.  The system is used for both – mandatory and voluntary occurrence reporting. Collection of personal data gives EASA the possibility to contact the reporter in case additional information or clarifications are required as well as to provide the follow-up results where applicable.





8.	Description of categories of persons whose data are processed by EASA and list of personal data categories	<p><b>Categories of persons whose data are processed by EASA:</b></p> <ul style="list-style-type: none"><li>• Persons listed in Article 4(6) of Regulation (EU) No 376/2014 and any other persons reporting occurrences to EASA as per Article 5(4)(b) of Regulation (EU) No 376/2014</li><li>• Persons employed in organisations reporting occurrences, for which EASA is the competent authority, as per Regulation (EU) 2018/1139 and its Implementing Rules.</li></ul> <p><b>Categories of personal data processed:</b> We process the following data from every person who has submitted to the Agency an occurrence:</p> <ul style="list-style-type: none"><li>• Name, surname;</li><li>• Telephone number;</li><li>• Email address;</li><li>• Name of the organisation that employs the person;</li><li>• Position within the organisation</li></ul>
9.	Time limit for keeping the data	For a period of 5 years
10.	Recipients of the data	Safety Intelligence and Performance Department; EASA staff involved in the operational assessment and follow up of the occurrences reported; European Union Member State aviation competent authority; Project Certification Managers and Organisation Approval Team Leaders working on behalf of EASA.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12.	General description of security measures, where possible.	Information is held in functional email boxes and in the SDM database with a limited access to a specific group of EASA staff members responsible and/or involved in the Occurrence Reporting Process.





13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the below privacy statement.	See Privacy statement.
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## PRIVACY STATEMENT

### Occurrence Reporting Ref # 065

Processing of personal data on the occasion of the Occurrence Reporting system

#### 1. What personal data do we collect?

- Name and surname;
- Telephone number;
- Email address;
- Employer organisation;
- Position within the employer organisation.

#### 2. For what purpose do we collect personal data and on which legal basis?

The purpose of collecting personal data is to give support to the Occurrence Reporting system [using the Safety Data Management (SDM) system] of the European Aviation Safety Agency (hereafter – Agency) to collect, centralise and process all safety related occurrences reported to the Agency. The system is used for both – mandatory and voluntary occurrence reporting, however, the personal details are stored in a database which is separate from the occurrence records, which are shared with the ECR (European Central Repository).

Collection of personal data gives EASA the possibility to contact the reporter in case additional information or clarifications are required as well as to provide the follow-up results where applicable.

The processing of personal data in the context of occurrence reporting falls within the remit of Article 5(1)(a) and (b) of the Regulation (EU) 2018/1725.

EASA's mandate and responsibilities in the frame of Occurrence reporting are defined in Regulation (EU) 2018/1139, the Agency's Basic Act, its Implementing rules and Regulation (EU) No 376/2014 on the reporting, analysis and follow-up of occurrences in civil aviation.





### 3. Who may receive your personal data?

Safety Intelligence and Performance Department; EASA staff involved in the operational assessment and follow up of the occurrences reported; European Union Member State aviation competent authority Project Certification Managers and Organisation Approval Team Leaders working on behalf of EASA without prejudice to a possible transfer to bodies in charge of a monitoring, auditing or inspection function in accordance with European Union legislation.

### 4. How long are your personal data kept?

Collected personal data are recorded and stored for 5 years.

### 5. What are your rights?

You have the right to request from EASA access to and rectification or erasure of your personal data or restriction of processing.

You also have the right to object to processing of your personal data.

EASA should provide information on action taken on a request within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

A breach concerning your personal data should be communicated to you under certain circumstances. EASA should also ensure the confidentiality of electronic communications.

### 6. Who is the data controller and how to exercise your rights?

EASA should exercise the tasks of the data controller for the purpose of these processing operations.

To exercise the mentioned rights, you can contact the controller, Head of Safety Intelligence and Performance Department, by sending an email to: [sdm@easa.europa.eu](mailto:sdm@easa.europa.eu)

If you consider your data protection rights have been breached, you can always lodge a complaint with the EASA's Data Protection Officer ([dpo@easa.europa.eu](mailto:dpo@easa.europa.eu)) or with the European Data Protection Supervisor: [edps@edps.europa.eu](mailto:edps@edps.europa.eu).

